



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

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JUL 19 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #5 – Issuance of Contractor identification Cards

1. References.

- a. DD 1172, Application for Uniformed Services Identification Card DEERS Enrollment.
- b. Implementation of Homeland Security Presidential Directive (HSPD) 12 – Policy for a Common Identification Standard for Federal Employees and Contractors, dated 27 August 2004.
- c. AFI 36-3026(I), Identification Cards for Members of the Uniformed Services, their Eligible Family Members, and Other Eligible Personnel, dated 20 December 2002.

2. This document clarifies the process of issuance of identification cards (ID) to contractor personnel working on the Fort Polk installation.

3. All contracting activities issuing solicitations and awarding contracts for work to be performed on the Joint Readiness Training Center (JRTC) and Fort Polk, Louisiana military installation will include the following requirement in the solicitation of the contract:

“In order to gain access to the Joint Readiness Training Center (JRTC) and Fort Polk, Louisiana military installation, Contractors working on the installation shall comply with the provisions of the Garrison Command Policy Letter #5 for Issuance of Contractor Identification Cards.”

4. All activity Directors, Contracting Officer Representatives (COR), and Contracting Officer Technical Representatives (COTR) will be familiar with the procedures outlined below and will make sure that they are followed by all contractors performing on contracts at Fort Polk. The procedures are:

- a. The contractor initiates the DD Form 1172-2, Application for Uniformed Services Identification Card DEERS Enrollment, for a period of not more than one year for all employees that are required access to controlled buildings and spaces and for logical access to the Government computer networks and systems. Once completed, the form is presented to the activity Director or his/her designated representative for validation. All other employees will be

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registered with the Defense Biometric Identification System (DBIDS) and issued DBIDS cards by the Provost Marshall Office IAW Fort Polk Force Protection requirements.

b. The activity Director or his/her designated Government representative will sign the DD Form 1172-2 verifying the individual's employment with the contractor and validating their need for an ID card.

c. The activity Director or his/her designated Government representative will have a DD Form 577, Signature Card, on file at In and Out Processing, ID Card Section, so the signature can be verified when the DD Form 1172-2 is presented by the employee. The activity Director will provide the Fort Polk ID Card Office with a Termination Record (DD Form 577) when anyone that is listed on the DD Form 577 is no longer authorized to sign the DD Form 1172-2.

d. After validation of the signature on the DD Form 1172-2, eligible employees will then receive a Common Access Card (CAC) valid for not more than one year. The issuance of the CAC/DBIDS card does not imply any privileges or entitlements other than access to the Joint Readiness Training Center (JRTC) and Fort Polk, Louisiana.

e. The activity Director or his/her designated Government representative will ensure that all contractors that are issued a CAC are registered with DBIDS. The activity Director or his/her designated Government representative will be responsible for coordinating with the Provost Marshal Office Force Protection Section to identify the access requirements for each individual contractor that they are responsible for.

5. The following conditions warrant the termination of the DBIDS or CAC:

- a. Upon expiration.
- b. When individual's service is terminated.
- c. When the contract is complete.

6. The CAC is valid for not more than one year of issue date.

7. The contractor is responsible for tracking, retrieval, and return of the CAC or DBIDS ID card to the activity Director is responsible for the return of the ID card to either the Fort Polk ID Card Office or the Provost Marshal Office respectively. It is recommended that final payment to an employee be withheld until the return of the Government ID card.

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a. If the CAC/DBIDS ID card is not returned/accounted for, the contractor will be responsible for initiating a letter, sent via registered mail with return receipt, to the individual requesting immediate return of the CAC/DBIDS ID card.

b. If the individual fails to return the CAC/DBIDS ID card, the contractor will notify the activity Director or his/her designated Government representative. The activity Director or his/her designated Government representative will notify the Fort Polk ID Card Office/Provost Marshal Office so they can ensure removal from the system. This will also ensure that the card can not be used to gain continued access to the installation.

8. This policy will be monitored by the Organizational Inspection Program and the Industrial Security Reviews.

9. Point of contact for this policy memorandum is Security and Intelligence Division (S&ID), Directorate of Plans, Training, Mobilization and Security (DPTMS) at (337) 531-0123.



DAVID G. SAGE
COL, IN
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